

Electronic Payments

5/5/05

- Log into CM/ECF.
- Click on **Utilities**.
- Click on **Internet Payments Due**, found under Your Account.
- A pop-up box should display with all cases that you owe a filing fee.
 - If a pop-up box does not display, check your system and remove all pop-up blockers or click on the Ctrl key
- If you agree with all the information, click on the **Pay Now** button
- If you don't agree with all the information call the help desk at 918-699-4072.
- Enter all the necessary information regarding the credit card you are using. (NOTE: The CM/ECF system does not store credit card information. You will have to re-enter this information every time you make a payment. You can also use a different credit card).
- When finished entering all credit card information, click on the **Continue** button.
- Click on the **white box** in the Authorization area to authorize a charge to your card account for the amount listed above.
- To have a Confirmation Receipt Request sent to you via e-mail, enter your e-mail address, then re-enter your e-mail address to confirm.
- Click on the **Make Payment** button
- Be patient as this transaction may take awhile.
- A pop-up box will display listing your transaction receipt and transaction number.
- Click on the print a copy of hyperlink to print a copy of your transaction receipt.
- Click on the **Close window** button to complete payment.

NOTE: At this time you are unable to use different credit cards for one payment.